

After The Fact Activity Report (ATFAR)

Last Revised: New 10/06/08

1.0 Purpose

The After-The-Fact Activity Report (ATFAR) are for faculty members and other salaried personnel who received compensation from 375, 378, 394, 395 funds. The major information obtained is the percentage effort devoted to organized research (375, 378,394,395, funds). Activity reports are necessary only for people whose compensation is partly or completely charged to organized research.

2.0 Responsibility

It is the responsibility for the Division of Research staff members to process the After the Fact Activity Reports. It is the responsibility of the Faculty members to review and approve the reports.

3.0 Definitions

None

4.0 Procedure

4.1 Preparing ATFARs

The DoR staff runs the "Personnel Activity Listing" for the specified period within thirty days of the close of that period. The ATFAR periods are

Spring Semester:	01/16 – 05/31
Summer Semester:	06/01 – 08/31
Fall Semester:	09/01 – 01/15

The DoR staff verifies the payroll and percentages then mails the ATFARs to the appropriate Faculty members.

4.2 Distributing ATFARs

The DoR staff will distribute the ATFARs for review and signature as follows:

- ATFARs for faculty members – Will be sent to the Division Head or Department Chair for signature.
- ATFARs for Research Assistants, Research Associates and other salaried Personnel – Will be sent to the PI of each 375, 378, 394, 395 project grant for signature.
- ATFARS for the Division Head or Department Chair – Will be sent to the Dean of School

4.3 Faculty Review of ATFARs

The Faculty members are to review the ATFARs for any errors, note any changes that should be made, sign the signature page and then return it to the DoR.

- Faculty members should note the following:
 - Although the actual effort is printed on the form, please write in the adjusted effort by project grant number. Effort must add to 100%.
 - **DO NOT MAKE ANY CHANGES TO THE % IF IT IS LESS THAN 5% DIFFERENCE. PLEASE DO NOT ROUND OFF NUMBERS!!!**

4.4 Signatures for ATFARs

The faculty members need to review, approve (by signing the ATFAR signature page), and returned to the DoR within 2 weeks from receiving the ATFAR.

- If the DoR has any missing reports after 2 weeks a second memo will be sent and **at this point the faculty member's chair will be copied on the memo.**
- If the DoR still has no response within 2 additional weeks a third memo will be sent and **at this point the faculty member's chair and dean will be copied on the memo.**

5.0 References

None

6.0 Approvals

Prepared By: Billip Goodfellow Date: 10/16/08

Prepared By: _____ Date: _____

Approved By: Greg Stab Date: 07 OCT 08
Director of Research & Technology

Approved By: Constance M. Ferguson Date: 10/6/08
Grant & Contract Administrator

Approved By: Todd Spous Date: 10/04/08
Award Administrator

Approved By: R. KLMT Date: 10/06/08
Research Compliance Officer

Revision History

10/06/08 Work instruction established.